

Professional and Managerial Branch  
General Administration Group  
Transit Series

**ASSISTANT TRANSIT DIRECTOR -  
OPERATIONS AND MAINTENANCE**

08/94

*Summary*

Under general direction, provide executive level management for transit fixed-route and demand-response operations and coach and facility maintenance functions through subordinate division managers.

*Typical Duties*

Plan and organize the development of transit operations and maintenance activities. Involves: Analyzing and evaluating divisional reports and data to assess resources and needs; participating in developing and implementing system-wide policies, goals and standards; establishing short and long range goals to coordinate functions and operations between assigned divisions; directing administrative and procedural studies of transit operations and maintenance; reviewing cost effectiveness of transit operations and maintenance and recommending improvements; overseeing and upgrading transit vehicle maintenance, repair, and spare parts inventory methods; coordinating and monitoring building and facilities maintenance programs; providing technical expertise in support of vehicle acquisition including specification preparation; developing and implementing site and vehicle security plans.

Direct and control transit operations and maintenance divisions. Involves: researching, compiling and analyzing operational statistics, cost information and regulatory requirements; reassigning workforce and equipment as needed to optimize service efficiency; coordinating on-going availability of sufficient suitable coaches in safe and clean operating condition; adjusting procedures in response to regulatory changes; allocating operating resources, such as personnel, materials and funding to assigned divisions; estimating material and labor costs; establishing and enforcing budgetary controls; preparing assigned divisional budgets; monitoring and controlling designated division budget; approving materials and supplies purchases; recommending equipment specifications; negotiating and administering contracts; making recommendations and resolving problems involving operations and maintenance issues; monitoring dispatching services; overseeing implementation of departmental safety, and vehicle, building, ground and facility preventive maintenance programs.

Select, assign, supervise, review and evaluate the work of division exempt and nonexempt supervisory and nonsupervisory service, trades, technical, and administrative personnel. Involves: interviewing, placing, counseling, effectively recommending merit increases, discipline and termination; implementing and overseeing training programs to develop subordinates; enforcing personnel rules and regulations including those pertaining to standards of conduct, work attendance and safe work practices; ensuring availability of equipment in good working order; developing methods to improve efficiency.

Substitute for department and other division heads during absences if delegated to maintain continuity of services and operations; and perform miscellaneous related professional and managerial duties as required.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, or related field and six years of professional transit operations and maintenance administration experience, including at least three years experience with direct managerial control of a transit operations or maintenance division of a transit system; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: administrative and managerial principles, practices and procedures as applied to a transit system; federal, state and local rules and regulations as they pertain to transit systems; supervisory and administrative practices and procedures; safe working practices and procedures. Good knowledge of: transit transportation equipment and services.

Ability to: identify, analyze and solve administrative and managerial problems; interpret and implement Federal, State and local rules and regulations; prepare administrative and managerial reports, as required; impartially and objectively exercise authority as an executive to supervise subordinate employees, and recommend award or rejection of contracts; establish and maintain cooperative working relationships with other departments, officials, vendors and the general public; identify, diagnose and solve complex operational problems involving abstract considerations and nonstandard or changing situations affecting physical and natural resources; communicate in depth technical explanations orally and in writing, which includes preparing and presenting thorough, clear and concise reports; organize and administer records maintenance and related office services.

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Director of Personnel

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Department Head

OFFICIAL